



W A S H I N G T O N

HEALTH CARE FACILITIES

A U T H O R I T Y

Financing the Health Care Future

Privacy Policy

Thank you for visiting the Washington Health Care Facilities Authority's Web site. This statement establishes how the Authority will handle information the Authority learns about you from your visit. Please be assured the Authority is committed to protecting your privacy when visiting our Web site and when conducting business with our agency. *Please keep in mind, however, that most official business conducted with our agency is governed by Washington's open public records law and is subject to disclosure.*

Our Policy. We will collect no personal information about you when you visit our Web site unless you choose to give that information to us through an e-mail message or survey. If you are conducting business with the Authority, we will ask for only the information needed to complete the transaction or required by law.

Information Collected and Stored Automatically. If you do nothing during your visit but browse through the Web site, read pages, or download information, we will gather and store certain information about your visit. This information does not identify you personally. We automatically collect and store the following information about your visit:

1. The Internet domain and IP address used to access this site. The Internet domain is the portal through which you access the Internet, such as AOL if you are an AOL user, "xcompany.com" if you use a private Internet access account, or "yourschool.edu" if you connect through a school. An IP address is a number that is assigned to your computer whenever you are using the Internet;
2. The type of browser and operating system used;
3. The date and time;
4. The pages you visit; and
5. The last web site you visited before coming to ours.

The information we automatically collect is logged and used by the Washington Health Care Facilities Authority (WHCFA) only to improve the content of our Web services and help us understand how people are using our services. WHCFA may analyze this information to determine how our web site is being used, so that we may continually improve the site's usefulness to the public.

Cookies. To better serve our users we are now using "cookies" to customize your browsing experience with the WHCFA web site. Cookies are small chunks of text temporarily stored on your computer; generally containing a session ID number and information that the web application can use to complete its tasks. They provide a method of distinguishing among visitors to the WHCFA web site. We use the cookie feature only to store a randomly generated identifying tag on your computer.

Cookies created on your computer by using this web site do not contain personally identifying information and do not compromise your privacy or security. You can refuse the cookie or delete the

cookie file from your computer by using any of the widely available methods. It is important to note that in most cases at our site, the cookie is removed as soon as the session is over.

Information on this Web Site is Considered Public Information. In the State Of Washington, laws exist to ensure that government is open and the public has a right to access appropriate records and information possessed by State Government. At the same time, there are exceptions to the public's right to access public records that serve various needs including the privacy of individuals. Exceptions are provided by both state and federal laws.

All of the information collected at this site is considered public information and may be subject to inspection and copying by members of the public. RCW 42.56.070(1) states that:

Each agency, in accordance with published rules, shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions of subsection (6) of this section [RCW 42.56.070(6)], Chapter 42.56 RCW, or other statute which exempts or prohibits disclosure of specific information or records. To the extent required to prevent an unreasonable invasion of personal privacy interests protected by Chapter 42.56 RCW, an agency shall delete identifying details in a manner consistent with Chapter 42.56 RCW when it makes available or publishes any public record; however, in each case, the justification for the deletion shall be explained fully in writing.

In the event of a conflict between this Privacy Notice and the Public Records Act, the Public Records Act provision will control.

If You Send Us Personal information. You do not have to give us personal information to visit our Web site. Visitors to the Authority's web site may decline participation in any activity that asks for personal (or any) information, such as surveys or e-mail. If you send us an electronic mail message, your e-mail address will normally be included as part of the message. You also may be sending us personal information (for example, your name, street address, or telephone number).

In all instances, we use the information you send us only to reply to your message or to help us get the information or service you requested. As with written correspondence, we are required to save a copy of all e-mails sent this office for a period of time. We do not, however, extract or compile personal information from e-mails sent to us unless it is needed to complete or respond to your request. We do not create individual profiles from the information you provide, nor do we collect information for commercial marketing.

Conducting official business. When you are conducting official business with the Authority, it is important to remember that most of the information you submit is considered public record and is subject to disclosure. Our Web site includes downloadable forms. By sending us these forms, you may be providing personal information. Official business with the agency may include, but is not limited to, the following:

- Applications for financial assistance
- E mail correspondence
- Response to Authority inquiry

Only authorized employees have access to personal information. Access is password-protected. Personal data in the Authority's possession is maintained and used in ways that respect individual privacy.

Correction of Personally Identifiable Information. State law requires agencies that collect personally identifiable information to provide “procedures for correcting inaccurate information, including establishing mechanisms for individuals to review information about them and recommend changes in information they believe to be inaccurate.” (RCW 43.105.310)

You can access any personally identifiable information we collect about you by contacting the agency’s Privacy Protection Contact referenced below. You may correct factual errors in your personally identifiable information by submitting an email or written request that credibly shows the error. We will take reasonable steps to verify your identity before granting access or making corrections.

Links to other sites. The Authority’s web site contains links to other sites outside of our control. These include links to web sites operated by other government agencies, nonprofit organizations and private businesses. Additionally, we link to a private web site which provides free software needed to view certain types of files on our site. When you link to another site, you are no longer on the Authority’s web site and this Privacy Notice will not apply. When you link to another web site, you are subject to the privacy policy of the new site. We encourage you to be aware of and read the privacy statements of each and every Web site that collects personally identifiable information.

Disclaimer. Neither the State of Washington, nor any agency, officer, or employee of the State of Washington warrants the accuracy, reliability or timeliness of any information published by this system, nor endorses any content, viewpoints, products, or services linked from this system, and shall not be held liable for any losses caused by reliance on the accuracy, reliability or timeliness of such information. Portions of such information may be incorrect or not current. Any person or entity that relies on any information obtained from this system does so at his or her own risk.

Questions? If you have questions, comments or concerns regarding our privacy statement, please contact the agency’s Privacy Protection Contact:

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